

BACKGROUND CHECKS

FOR FAMILY CHILDCARE PROVIDERS, ASSISTANTS, SUBSTITUTES, AND HOUSEHOLD MEMBERS

EFFECTIVE 12/15/2017

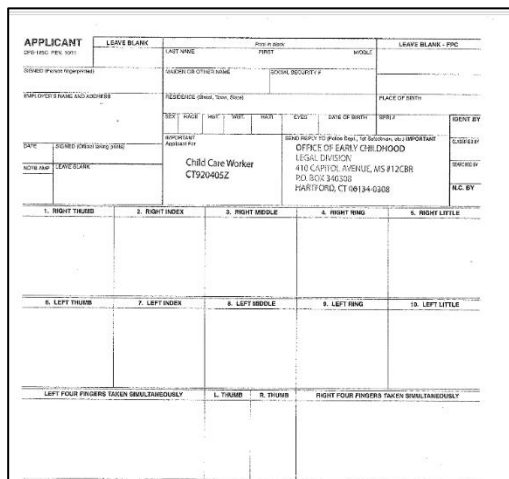
Please make sure each packet you submit to OEC includes:

1) Payment of \$87.00 per applicant

- Check or money order made payable to *Treasurer, State of Connecticut*
- Please make sure your check or money order is complete and signed. We cannot accept incomplete or altered checks/money orders, or cash.

2) Fingerprint card

- Must be the in the DPS-125C form or similar as shown below. DESPP will not accept other fingerprint cards or photocopies of fingerprint cards.
- Please fill out the front of the card and sign it at the time that your fingerprints are taken.
- Please do not fold or otherwise damage the card.



The image shows a sample of a DPS-125C fingerprint card. It is a rectangular form with various fields for personal information, including name, date of birth, and social security number. It also has sections for fingerprints, with labels for 'RIGHT THUMB', 'RIGHT INDEX', 'RIGHT MIDDLE', 'RIGHT RING', 'RIGHT LITTLE', 'LEFT THUMB', 'LEFT INDEX', 'LEFT MIDDLE', 'LEFT RING', and 'LEFT LITTLE'. There are also fields for 'LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY' and 'RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY'. The card is marked with 'APPLICANT' and 'LEAVE BLANK'.

DPS-125C (actual size: 8" x 8")



The image shows a sample of a DESPP fingerprint card, which is crossed out with a large 'X'. It is a rectangular form with various fields for personal information, including name, date of birth, and social security number. It also has sections for fingerprints, with labels for 'RIGHT THUMB', 'RIGHT INDEX', 'RIGHT MIDDLE', 'RIGHT RING', 'RIGHT LITTLE', 'LEFT THUMB', 'LEFT INDEX', 'LEFT MIDDLE', 'LEFT RING', and 'LEFT LITTLE'. There are also fields for 'LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY' and 'RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY'. The card is marked with 'APPLICANT' and 'LEAVE BLANK'.

DESPP no longer accepts these FBI cards.

3) DCF authorization form

- Provider information
- Your information – please ensure that information is complete and accurate.
- Residential addresses for the past FIVE years, using the reverse side of the form if necessary. Please be sure to include length of time at each address.
- Information about any children who have ever lived with you.
- Please be sure to sign your form. If the information in your DCF authorization form is more than 6 months old, please fill out a new form.

Failure to include complete and correct documents will delay your background check. If you have any questions, please call the OEC Legal Division at (860) 500-4466 or e-mail us at oeresults@ct.gov.

Providers: Please ensure that each applicant receives a copy of the enclosed notices before obtaining fingerprints: "Agency Privacy Requirements for Noncriminal Justice Applicants," "Noncriminal Justice Applicant's Privacy Rights," and "Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement."

See reverse for answers to frequently-asked questions

FREQUENTLY-ASKED QUESTIONS

Q: Who is required to get fingerprint-based background checks?

A: Connecticut General Statutes Sec. 19a-80(c) applies to family home child care providers, their household members 16 or older, assistants, and substitutes.

Q: Where can I get fingerprinted?

A: Contact your local police department, or contact the Connecticut Department of Emergency Services and Public Protection (DESPP) Fingerprinting Division at (860) 685-8270. Please note that some law enforcement agencies offer fingerprinting to the public on certain days and times or by appointment. Some agencies charge a fee to take fingerprints; this is separate from the OEC's \$87 background check processing fee.

Q: How much is the background processing fee? Can I write one payment check for multiple background checks?

A: Effective 12/1/17, the OEC background check processing fee is \$87.00 per provider, employee, and/or household member. For multiple background checks, we encourage you to submit individual checks if possible. This will prevent possible delays in processing. We can only accept checks or money orders for the correct amount. We do not accept cash, credit cards, or debit cards.

Q: My fingerprints were taken electronically, and the officer gave me a printed-out card. It looks similar to the green ones you sent me, but it's in black ink. Is that OK?

A: Yes. As long as the card is in the same format as form DPS-125C (shown on reverse), DESPP will accept it.

Q: I got fingerprinted for another CT childcare provider within the past five years. Can I use that background check for my home child care application?

A: Under the new legislation PA 17-2, effective 12/15/17, you should submit a Background Check Status Inquiry form to OECResults@ct.gov or fax the form to 860-326-0555 to check whether you have a completed background check in the OEC database.

IMPORTANT NOTICE FOR PROVIDERS, ASSISTANTS, AND SUBSTITUTES WHO ARE NOT YET LICENSED:

Before we can conduct your background check, you must have at least *begun* the licensing process with the Office of Early Childhood's Licensing Division. Your application will remain open for up to one year, so that you may submit medical forms, reference letters, etc., as you obtain them. If you have questions about the licensing process, please call the OEC Licensing Division at (860) 500-4450.

If you have any other questions about the background check process, please call the OEC Legal Division at (860) 500-4466 or e-mail us at oeresults@ct.gov.